

U.S. Mission Malta

VACANCY ANNOUNCEMENT NUMBER: 015B/2015

OPEN TO: All Interested Candidates

POSITION: HVAC CONTROL TECHNICIAN, FSN-6; FP-08*

OPENING DATE: October 16, 2015

CLOSING DATE: October 30, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US\$36,353 p.a. (Starting salary)
(Position Grade: FP-AA)

*Ordinarily Resident (OR): Euro 15,549 p.a. (Starting salary)
(Position Grade: FSN-6)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Malta is seeking an individual for the position of HVAC Controls Technician in the Facilities Management Section.

BASIC FUNCTION OF POSITION

Maintains and operates the HVAC Control System and HVAC equipment. Assists the Mechanical Team Leader in performing maintenance and repairs on HVAC equipment. Performs preventive maintenance on the HVAC Control System and related components. Inspects, tests, evaluates, calibrates and updates HVAC Control System, HVAC equipment and wiring.

Assists in analyzing HVAC Control Systems, obtaining and documenting critical performance data to be reported to the Facility Manager (FM) and Mechanical Team Leader detailing operational proficiency. Assists in providing guidance to other LE Staff Facility Maintenance personnel and vendors/contractors in the correct operation of equipment, use of diagnostic devices and materials used to complete required maintenance activities, general operations, and future expansion projects.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Completion of Secondary school is required. BTEC National Diploma in Mechanical Engineering, or equivalent.

2. A minimum of three years' experience as a HVAC Technician with a large, modern, commercial or Government Office building:
3. Level III (Good working Knowledge) English
4. Other criteria: The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a good working knowledge of building mechanical control systems (structure and design), direct digital control technology, devices and sequence of controls. He or she must be familiar with international building, mechanical codes to be able to perform installation, maintenance, and repair work to meet code requirements. A thorough knowledge of building systems and operations, mechanical principles and theories, and familiarization of the proper use and hazards of chemical materials is needed. Knowledge of normal, standby, and emergency modes of building systems is required. Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, Power Point etc) and other computer programs like AutoCAD.
5. Other skills: The incumbent shall have the skills and abilities in the following areas: testing mechanical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building mechanical equipment and control automated systems and all associated devices. Additional skills include working with building systems powered by emergency standby generator; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Must have substantial skill in comprehending engineering reports, specifications and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities can be found by clicking [here](#)

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or a current resume or curriculum vitae that provides the same information as the UAE, (see appendix B); OR a combination of both: i.e. Sections 1-24 of the UAE along with a listing of applicant's work experience attached as a separate sheet;
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office: Joe Gatt
Mailing Address: US Embassy Valletta, Ta' Qali National Park, Attard ATD 4000
E-mail Address: vallettahro@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- a) Position Title
- b) Position Grade
- c) Vacancy Announcement Number (if known)
- d) Dates Available for Work
- e) First, Middle, & Last Names as well as any other names used
- f) Current Address, Day, Evening, and Cell phone numbers
- g) U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- h) U.S. Social Security Number and/or Identification Number
- i) Eligibility to work in the country (Yes or No)
- j) Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)

- k) If applying for position that includes driving a U.S. Government vehicle,
Driver's License Class / Type
- l) Days available to work
- m) List any relatives or members of your household that work for the U.S.
Government (include their Name, Relationship, & Agency, Position, Location)
- n) U.S. Eligible Family Member and Veterans Hiring Preference
- o) Education
- p) License, Skills, Training, Membership, & Recognition
- q) Language Skills
- r) Work Experience
- s) References

MAJOR DUTIES AND RESPONSIBILITIES

Operation Support: (50% OF TIME)

1. Maintains and operates the HVAC Control System and HVAC equipment. Included but not limited to, chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, condensers, humidifiers, motorized valves, chilled water piping, circulation pumps, damper motors, controllers, actuators, HVAC water treatment systems, and other control devices and mechanical equipment.
2. Assists the Mechanical & BAS Supervisor in the production of computer generated reports from the Building Automation System, which is the backbone of the HVAC Control System, to troubleshoot and diagnose trending data.
3. Assists the Mechanical Team Leader in performing maintenance and repairs on HVAC equipment.
4. Performs preventive maintenance on the HVAC Control System and related components to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems. Responds to scheduled, unscheduled and preventive maintenance work orders generated by the Global Maintenance Management System (GMMS).
5. Inspects, tests, evaluates, calibrates and updates HVAC Control System, HVAC equipment and wiring to improve reliability and to assure dependability and safety and compliance. Inspects facilities (including houses, temporary trailers, buildings, etc.); equipment (e.g. AHU's, packaged A/C units, fan coils compressors, etc.); systems (e.g. mechanical and plumbing, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance. Provides routine and emergency condition inspections, as required by manufacturer requirements, on all systems and advises the Facility Manager and Mechanical Team Leader in writing of problems and recommendations.
6. Ensures proper use of time, tools, specialty diagnostic devices materials, parts and provide data on all completed preventive maintenance task, spares, and consumables.
7. Provides coverage for emergency service on mechanical/HVAC systems and BAS as required for 24 hours per day; seven days per week (24/7) operation.

Maintenance Support: (40% OF TIME)

1. Assists in analyzing HVAC Control Systems, obtaining and documenting critical performance data to be reported to the Facility Manager (FM) and Mechanical Team Leader detailing operational proficiency. Data consists of power consumption, evaluations and historical data reviews, and systems performance requirements. Reviews reports and logs generated by the HVAC Controls to analyze the systems performance.
2. Assists in preparation of Statements of Work (SOW) and construction documents for repairs, new construction and renovation work. Assistance includes obtaining telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks. Monitors contractors work for providing products and services as the terms and conditions of the contract. Assists in developing punch lists, testing, and inspections as required to ensure quality services and construction work and assists LE Staff Facility Maintenance personnel in the performance of in-house projects.
3. Assists in providing guidance to other LE Staff Facility Maintenance personnel and vendors/contractors in the correct operation of equipment, use of diagnostic devices and materials used to complete required maintenance activities, general operations, and future expansion projects.

4. Assists in the development and implementation of a comprehensive preventive maintenance program for building systems equipment and associated control devices.

Logistic Support: (10% OF TIME)

1. Contributes to the safety program of the facility. Insures work does not present health problems or risk of injury to workers or other employees or visitors.
2. Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve generator reliability.
3. Responsible for acting as the backup to the Mechanical and BAS Supervisor for the operation and maintenance of the BAS system.